



Summer 2013 Illinois Coastal Grants **Implementation Booklet**

Congratulations on being selected as a recipient of the very first round of Illinois Coastal Management Program Grants. We are excited about the projects that have been selected for funding. We see great potential in your project and expect that your work will have a positive impact on Illinois' Lake Michigan natural resources and citizens not just for the duration of the grant but also for years to come.

This implementation packet is intended to provide essential information from day one of your project until project completion. Please read it in its entirety and retain it as a reference.

This booklet, quarterly grant performance report forms, quarterly reimbursement request forms, federal equipment report forms, and logos are available for download on our website:

<http://www.dnr.illinois.gov/cmp/Pages/summer2013.aspx>

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Illinois Coastal Grants Contacts

Please contact us at any time with questions you may have about the grants program, implementing your project, reporting requirements, reimbursement or match documentation, or any other questions.

Mailing Address:

Illinois Department of Natural Resources
Coastal Management Program
160 N. LaSalle Street, Suite S-703
Chicago, IL 60601
Attn: Coastal Grants Program

Main Office Number: 312-814-3123

Email Address for Performance Reports and Reimbursement Paperwork: DNR.CMP@illinois.gov

Illinois Coastal Grants Program Primary Contact Person

Lisa Cotner
Natural Resources Specialist, IDNR, Illinois Coastal Management Program
Phone: 312-814-6414
Lisa.Cotner@illinois.gov
Office Hours: 8am-5pm, Monday-Thursday and every other Friday.

Additional Contacts

Luz Payan
Executive Secretary, IDNR, Illinois Coastal Management Program
Phone: 312-814-1405

John Legge
Natural Resources Manager, IDNR, Illinois Coastal Management Program
Phone: 312-814-9694

Diane Tecic
Program Director, IDNR, Illinois Coastal Management Program
Phone: 312-814-0665

Judy Bauer
Grants Administrator, IDNR, Springfield, IL
Phone: 217-785-9082

Grant Agreement Highlights

The grantee is responsible for being in compliance with all items contained within the grant agreement. The following list of highlights is intended as a reminder of the main items contained within the grant agreement and does not supplant, add to, or replace the grant agreement.

Highlights

- This is a reimbursement grant, so you must spend other funds first and then get reimbursed.
- Reimbursable work on your project can begin as of the Award Date: **October 1, 2013**
- Reimbursable work must be completed no later than **September 30, 2014**. No extensions can be granted.
- All requests for reimbursement are due by **November 15, 2014** at the very latest. Requests received after that date will not be paid.
- Grantees will undertake work as described in their grant proposal. Budget or scope modifications must be pre-approved by ICMP.
- Due dates for quarterly grant performance reports and quarterly reimbursement requests are listed on the printable calendar on the next page and in the grant agreement.
- Quarterly grant performance reports and reimbursement requests must be submitted on the provided forms.
- At least one printed and one electronic copy of all final materials such as reports, planning documents, curricula, pamphlets, maps, etc. produced as part of the grant-funded project must be included with the final report.
- If the principal contact person for your organization changes, please contact us as soon as possible to ensure that communications are making it to the right person.
- If your grant budget includes equipment items (costing \$100 or more), you will be required to document and maintain control of the equipment in accordance with Property Control System requirements. A Federal Equipment Form is available on the grant implementation website (<http://www.dnr.illinois.gov/cmp/Pages/summer2013.aspx>).
- Grantees are must comply with all applicable state and federal requirements. Please read the grant agreement carefully and let us know if you have any questions about compliance.
- All records and documents related to this grant must be maintained for a minimum of 3 years following project completion. More details are provided on page 8 of this document and in the grant agreement.

Printable Calendar and Contact Information


Summer 2013 Illinois Coastal Grants Calendar and Contact Info

2013		
October	1	Award Date! Reimbursable project tasks can begin.
2014		
January	15	1st Performance Report Due (10/01/13 to 12/31/13)
April	15	2nd Performance Report Due (01/01/14 to 03/31/14)
July	15	3rd Performance Report Due (04/01/14 to 06/30/14)
September	30	End of Grant Period. Project tasks must be completed by this date to be reimbursable.
October	31	Final Report Due (07/01/14 to 09/30/14)
November	15	All Reimbursement Requests must be in. No exceptions.

Grants Program Contact:

Lisa Cotner
 Natural Resources Specialist, Coastal Grants Program Manager
 Phone: 312-814-6414
DNR.CMP@illinois.gov

Mailing Address:

Illinois Department of Natural Resources
 Coastal Management Program
 160 N. LaSalle Street, Suite S-703
 Chicago, IL 60601
 Attn: Coastal Grants Program

Main Office Number: 312-814-3123
 Fax: 312-793-5968



Material Changes to the Project Scope or Budget

We are aware that things change and it may be necessary to modify your project approach in order to meet the project goals. Grantees are expected to let us know in a timely manner if you anticipate making any substantial/material changes to the project scope. Grantees are also expected to let us know in a timely manner if you anticipate making changes to budget line-items which impact greater than 20% of the budget. Once you contact us, we will get back to you promptly with guidance on whether the changes will be allowable and on submitting them in writing to amend your project scope and/or budget.

Funding Source Acknowledgement

Logos: Grantees must acknowledge the funding source on all publications or other documents that are generated through this grant. Please use the following logos in the following order:

NOAA Logo/ Illinois Coastal Management Program Logo

Example:



Contact the ICMP staff or visit the grant implementation website for digital copies of the logos.

<http://www.dnr.illinois.gov/cmp/Pages/summer2013.aspx>

Requirements for Reports and Videos:

Grantees must include the following disclaimer in all reports and/or videos generated through this grant.

This [report/video] was prepared by [Grantee name] under award [See chart in the Appendix, pg 15 of this booklet] from NOAA's Office of Ocean and Coastal Resource Management, U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of NOAA's Office of Ocean and Coastal Resource Management or the U.S. Department of Commerce.

Requirements for Signs: For projects which include permanent signs, grantees must include acknowledgement on the signs located near or at the entrance to the project site that identifies the project and acknowledges this grant program. Logos must be included on the sign; please follow the logo guidance above. The sign must state the following:

This Project is funded in part under the Coastal Zone Management Act, by NOAA's Office of Ocean and Coastal Resource Management in conjunction with the Illinois Coastal Management Program, Illinois Department of Natural Resources.

Quarterly Grant Performance Reports and Tracking Sheets

Quarterly Grant Performance Reports and **Quarterly Tracking sheets** must be submitted to DNR.CMP@illinois.gov as Excel files (.xlsx). Please see page 4 of this packet for deadlines. You can download the Excel workbook on the grant implementation website (<http://www.dnr.illinois.gov/cmp/Pages/summer2013.aspx>). Make sure to read the instructions contained within the workbook. Let us know if you need assistance with reporting.

Quarterly Tracking Sheets

To meet NOAA requirements, grantees are required to report on the number of education and outreach events and participants.

Information to track:

- Event name
- Date
- Number of participants
- Whether the event was a training or educational event
- Topic (Coastal Habitat, Coastal Dependent Uses, Coastal Hazards, or Public Access—See .xlsx file for definitions)

Quarterly Grant Performance Reports



Task Completion and Narrative:

Grantees are expected to report the percent complete for each grant task and to write a brief (less than 350 word) narrative of work completed during each reporting period. We provide an example Quarterly Tracking Sheet and an example Quarterly Performance Report on the following pages.

Example: Quarterly Tracking Sheet

Attachment E.

**ILLINOIS COASTAL MANAGEMENT PROGRAM
QUARTERLY OUTREACH TRACKING SHEET**

INSTRUCTIONS: This sheet is required to be completed quarterly for all projects with outreach components. Please fill in the information below for all education, outreach and training events that have been completed this quarter as part of this grant. If your organization has outreach components in your project but did not conduct outreach or training events this quarter, fill in "None" or "N/A" as the event name on line 1. Gray fields will fill in automatically.

Grantee:	Local School District #123	Jan. 1 to Mar. 31	Apr. 1 to June 30	July 1 - Sept. 30	Oct. 1 to Dec. 31
#:	NOAA 13-1	0	0	0	X
Report Period					
Total Events		8		Total Participants	
		744			

Number	Event Date	Event Description (include details such as event name, audience, where, topics)	Participants	
EX	NOAA 13-1-EX	10/3/2013	Frog Walk with Ms. Watson's 4th grade class to Beaubien Woods. Topics: Ecology, invasive species, amphibians, outdoor recreation, stewardship.	23
1	NOAA 13-1-1	10/18/2013	Hall School Invasive Plants Training- 5th grade	45
2	NOAA 13-1-2	11/2/2013	Hall School Invasive Plants Training- 4th grade	72
3	NOAA 13-1-3	11/4/2013	Bowen School- Tree Identification and Coastal Ecology Assembly- 1st to 5th grades	175
4	NOAA 13-1-4	12/1/2013	Hall School Sustainability Assembly- Topic: What you can do to help protect our waterways, 3rd to 5th grades	205
5	NOAA 13-1-5	12/7/2013	Bowen School Sustainability Assembly- Topic: What you can do to help protect our waterways, 3rd to 5th grades	162
6	NOAA 13-1-6	11/12/2013	Mrs. Ron's 4th grade class (Bowen School) Canoe Training at Wolf Lake. Outdoor Recreation.	16
7	NOAA 13-1-7	10/2/2013	Kery School, Stream Erosion Field Trip, 11th grade Environmental Science classes	59
8	NOAA 13-1-8	10/17/2013	1st Teacher Curriculum Training	10
9	NOAA 13-1-9			
10	NOAA 13-1-10			
11	NOAA 13-1-11			



Quarterly Performance Report **Quarterly Tracking Sheet**

Will autofill from the Quarterly Performance Report and from equations within the form

Enter each event that was part of your grant-funded project on its own line.

Example: Quarterly Grant Performance Report

Attachment E.

**ILLINOIS COASTAL MANAGEMENT PROGRAM
QUARTERLY GRANT PERFORMANCE REPORT**

Grant Number: Report Date (MM/DD/YY):

Report Period (Check One):
 Jan. 1 to Mar. 31 Apr. 1 to June 30 July 1 - Sept. 30 Oct. 1 to ☒ Dec. 31

Grantee: Phone #:

Project Title:

Project Administrator: EMAIL:

Status of Tasks (please list tasks from your grant application)**Percent Complete**

Task Name (or VERY brief description- use only space provided)	0%	25%	50%	75%	100%
1 Meetings with Partners to plan project implementation					x
2 Recruit Teachers/Schools for involvement in program					x
3 Complete and print new curriculum					x
4 Train 15 teachers on Lake MI curriculum				x	
5 Coordinate 10 invasive species trainings/workdays in natural areas		x			
6 Sponsor 12 presentations and field trips		x			
7 Assemblies on Coastal Topics reaching 700 students				x	
8 Post-program student and teacher evaluations	x				
9 Final project symposium with students from all schools	x				
10 Final report and curriculum modifications	x				

Please fill out

These numbers come from your quarterly tracking sheet. Both forms must be completed.

The following fields auto-fill from the Quarterly Tracking Sheet

Total Events	8	Total Participants	744
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Short narrative of work accomplished during this reporting period. Is project on track? If not, explain. (350 words max):

The project partners including School District #123, Museum X, Park District #123, and Non-Profit Y met to plan project implementation, logistics, create an outreach strategy to teachers, and delegate responsibilities. Lynn Smith of the School District arranged for transportation and recruited teachers. Museum X and the park district finalized and printed the curriculum materials and organized the logistics of field trips and student training activities. Non-Profit Y hired a full-time environmental educator, Jim Thistle, who organized and ran a teacher training on 10/2 and has led 3 assemblies, 2 invasive species trainings/workdays, a field trip, and a canoe training. The invasive species trainings were held at Natural Area ABC. Students and teachers participating in those trainings removed honeysuckle from a 1 acre patch of forest. Currently 10 teachers at 4 schools are participating in the program.

Write a couple of paragraphs on work accomplished this quarter

Certification: I hereby certify that this report is an accurate and complete representation of the completed work. I further certify that the work is in compliance with the provisions of the signed Grant Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Signature of Project Administrator: *Lynn Smith* Date Signed (month, day, year): *1/15/2014*

Printed Name: Title:

Sign, Date, and Print

IDNR Project Manager's Review and Approval: To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of the grant agreement. I therefore approve the performance report.

IDNR Signature: Date Signed (month, day, year):

Printed Name: Title:

Quarterly Reimbursement Requests

Signed requests for reimbursement and associated financial documentation are due on the same schedule as quarterly reports (See Calendar on Page 4). **No reimbursement requests received after November 15, 2014 will be processed.** We do not have any flexibility on this final deadline and no extensions will be given. Reimbursement checks are issued by the State of Illinois Comptroller's office and will take approximately eight (8) to twelve (12) weeks to arrive from the time that completed reimbursement requests and supporting documentation have been received by our office.

Grantees are required to use the **Quarterly Reimbursement Request Form** provided (downloadable from <http://www.dnr.illinois.gov/cmp/Pages/summer2013.aspx>). For your convenience we have tried to make the form as easy as possible. The forms are designed to autofill: as you complete the first quarterly report, the header information, budgeted amounts, and amounts spent autofill for the following quarters. Let us know if you have any issues with the forms. We have included examples of a first quarter and a second quarter report below on pages 11 and 12.

Supporting documentation is required for reimbursable expenses AND match and must be submitted along with the Quarterly Reimbursement Request Form. Expenses must be necessary, reasonable, allocable, and allowable under the grant agreement. Grantees must maintain file copies of all documentation related to the grant including documents submitted to the Department. Examples of documentation include payroll receipts; signed timesheets; detailed logs of volunteer hours including dates, length of time, activities conducted by volunteers, and pay rate for equivalent paid work; documentation of individual expenses such as paid invoices or receipts; proof of payment such as canceled checks, bank statements, electronic reference, etc. Grantees are expected to follow their organization's bookkeeping and accounting policies as well as all relevant state and federal regulations.



We **strongly** recommend that your CPA review your reimbursement documents and provide a signed letter attesting to their accuracy. Although we are not requiring such a review of reimbursement documents by a CPA for this round of grants, requests for reimbursement which are accompanied by a signed letter from a Certified Public Accountant will be processed first before other submissions. We will allow this review to be used as match or included as a reimbursable expense.

Reimbursement Request Submission Instructions

1. Select either electronic, paper **or** fax submission. Sending some items electronically and others in paper format or via fax will delay your reimbursement.
2. Organize supporting documentation in accordance with your organization's established bookkeeping and accounting procedures. If your organization does not have established procedures to help with this task, we recommend creating (and providing us with) a spreadsheet that connects each item of documentation with the expense category that it falls within and tallies the expenses. Please contact us with any questions or for an example.
3. Maintain a copy of all materials for your records.
4. Fill out and sign the Quarterly Reimbursement Request Form for the quarter you are reporting. We provide example Reimbursement Request/Financial Report forms on the following pages. The form is downloadable from our implementation website:
<http://www.dnr.illinois.gov/cmp/Pages/summer2013.aspx>
5. **Optional but strongly recommended:** Have your CPA (ideally the accountant who conducts your organization's regular organization-wide independent audits) attest to the accuracy of the submission. This will expedite processing. Include a signed letter from the CPA in your submission.
6. If submitting electronically:
 - Scan signed form. Email digital copies of **all** materials to DNR.CMP@illinois.gov . Include the words *Reimbursement Request* and your grant number in your subject line.If submitting paper copies:
 - **Mail to:** Illinois Department of Natural Resources
Coastal Management Program
160 N. LaSalle Street, Suite S-703
Chicago, IL 60601
Attn: Coastal Grants Program- ReimbursementIf submitting via fax:

Fax all documents to (312) 793-5968, Attention: Luz Payan
7. The status of your reimbursement can be checked at:
<https://www.wh1.ioc.state.il.us/index.cfm/financial-inquiries/vendor-inquiries/>

Example: Quarterly Reimbursement Request Form – FIRST QUARTER

ILLINOIS COASTAL GRANT PROGRAM-- Summer 2013 Grants

QUARTERLY REIMBURSEMENT REQUEST FORM

ILLINOIS COASTAL MANAGEMENT PROGRAM

Grant Number: 13/1 Report Date (MM/DD/YY): 1/5/2014

Report Period (check one): Jan. to Mar. ☐ Apr. to June ☐ July - Sept. ☐ Oct to Dec ☒

Grantee: Local School District #123 Phone #: 312-555-5555

Project Title: Best Education Project Ever

Project Administrator: Lynn Smith EMAIL: Lynn.Smith@LocalSchool123.edu

Category	Total Budget		Current Quarter		Previous Quarters		Current + Previous Quarters		Balance	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel	\$53,371.00	\$49,500.00	\$13,342.00	\$12,375.00			\$13,342.00	\$12,375.00	\$40,029.00	\$37,125.00
Fringe	\$0.00	\$20,000.00	\$0.00	\$5,000.00			\$0.00	\$5,000.00	\$0.00	\$15,000.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$14,000.00	\$0.00	\$7,536.00	\$0.00			\$7,536.00	\$0.00	\$6,464.00	\$0.00
Contractual	\$29,000.00	\$1,200.00	\$9,074.00	\$0.00			\$9,074.00	\$0.00	\$19,926.00	\$1,200.00
Other	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Indirect Rate	X	\$25,840.00	X	\$7,099.00	X		X	\$7,099.00	X	\$18,741.00
Total	\$96,371.00	\$96,540.00	\$29,952.00	\$24,474.00	\$0.00	\$0.00	\$29,952.00	\$24,474.00	\$66,419.00	\$72,065.00

Other Cost Explained: N/A

Other Match Explained: N/A

Payment Certification: I hereby certify that this project cost breakdown is correct, just and based upon actual payment(s) of record by the Grantee referenced above; that payment for these costs has not/will not be received from any other source other than the State of Illinois; that payment from the State of Illinois has not been received for these costs; and that completed work is in compliance with the provisions of the signed Grant Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Signature of Project Administrator: _____

Printed Name: _____

Date Signed (month, day, year): _____

Title: _____

INR Project Manager's Review and Approval: To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of

Fill in header for the first quarter and it will autofill for subsequent quarters



Automatically Calculated- You don't have to do anything here.

Fill in from your grant application

Expenses from this quarter go here

Sign, Date, and Print

Example: Quarterly Reimbursement Request Form – SECOND QUARTER (and subsequent quarters)

ILLINOIS COASTAL GRANT PROGRAM-- Summer 2013 Grants
QUARTERLY REIMBURSEMENT REQUEST FORM
 ILLINOIS COASTAL MANAGEMENT PROGRAM

Grant Number: 13/1 Report Date (MM/DD/YY): 4/3/2014

Report Period (check one): Jan. to Mar. ☒ Apr. to June ☐ July - Sept. ☐ Oct to Dec ☐

Grantee: Local School District #123 Phone #: 312-555-5555

Project Title: Best Education Project Ever

Project Administrator: Lynn Smith EMAIL: Lynn.Smith@LocalSchool123.edu

Category	Total Budget		Current Quarter		Previous Quarters		Current + Previous Quarters		Balance	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel	\$53,371.00	\$49,500.00	\$13,342.00	\$12,375.00	\$13,342.00	\$12,375.00	\$26,684.00	\$24,750.00	\$26,687.00	\$24,750.00
Fringe	\$0.00	\$20,000.00	\$0.00	\$5,100.00	\$0.00	\$5,000.00	\$0.00	\$10,100.00	\$0.00	\$9,900.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$14,000.00	\$0.00	\$3,520.00	\$0.00	\$7,536.00	\$0.00	\$11,056.00	\$0.00	\$2,944.00	\$0.00
Contractual	\$29,000.00	\$1,200.00	\$11,659.00	\$752.00	\$9,074.00	\$0.00	\$20,733.00	\$752.00	\$8,267.00	\$448.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Rate	X	\$25,840.00	X	\$7,919.00	X	\$7,099.00	X	\$15,018.00	X	\$10,822.00
Total	\$96,371.00	\$96,540.00	\$28,521.00	\$26,146.00	\$29,952.00	\$24,474.00	\$58,473.00	\$50,620.00	\$37,898.00	\$45,920.00

Other Cost Explained: Will autofill from the first quarterly reimbursement request form

Other Match Explained: Expenses from this quarter go here

Will autofill with totals from previous quarter(s)

Payment Certification: I hereby certify that this project cost breakdown is correct, just and based upon actual payment(s) of record by the Grantee referenced above; that payment for these costs has not/will not be received from any other source other than the State of Illinois; that payment from the State of Illinois has not been received for these costs; and that completed work is in compliance with the provisions of the signed Grant Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Signature of Project Administrator: _____

Printed Name: _____

Date Signed (month, day, year): _____

Title: _____

IDNR Project Manager's Review and Approval: To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of

Sign, Date, and Print

Final Report Requirements

MUST BE RECEIVED BY:

October 31, 2014

Requirements:

Please submit the following via email to DNR.CMP@illinois.gov or via digital media (DVD, flash drive, etc) to our mailing address:

- 1) Quarterly Tracking Sheet for July 1 through September 30, 2014 (.xlsx file format, please)
- 2) Quarterly Grant Performance Report for July 1 through September 30, 2014 (.xlsx file format, please)
- 3) Expanded Project Narrative- A narrative report on all work completed as part of this project. This is an expansion on the short narratives included in the grant reports. It should tell the full story of the project.
- 4) Project Narrative Attachments - If possible, please include high-resolution photos with photo release forms, quotes from participants, and anecdotes on memorable parts of the project such as meaningful interactions between students, teachers, and nature. These materials will become the property of the Department and will be used in future RFPs, on our website, and on other outreach materials. We want to recognize your hard work. We will accept various file formats for these materials (.pdf, .doc, various photo and/or video formats, etc).
- 5) A digital copy of a of all final products created through this project such as reports, planning documents, curricula, pamphlets, maps, etc. produced as part of the grant-funded project
- 6) The link to any websites created as part of this project

Please mail the following:

- 1) At least one printed copy of materials in #4 above.

Site Visits

We're very excited about this first round of grants and want to take the opportunity to see your project firsthand. We would like to arrange at least one in-person visit to see your project in action. Due to the nature of environmental education projects, we'd love to time our visit with a highlight such as a symposium, classroom presentation, field trip, training, workday, etc. As you begin project implementation, start thinking about when you'd like us to come out, and we will be in touch to plan our visit.

Thanks!!

Legal Requirements: RECORD RETENTION / AUDIT REQUIREMENTS

Record Retention

As stipulated in the General Provisions of the grant Project Agreement, the local project sponsor (grantee) must maintain, for a minimum **three (3) year** period following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement, and shall make them available to the Illinois DNR and/or the State of Illinois, Auditor General, and the Attorney General for auditing at reasonable times. Failure by the grantee to maintain such accounts, documents, and records as required herein shall establish a presumption in favor of the State of Illinois for recovery of any funds paid by the State per this Agreement for which adequate records are not available to support their purported disbursement.

Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law (65 ILCS 5/8-8-1 et seq. Or 55 ILCS 5/6-31001 et seq.) 2) by the grantee's own governing body, as applicable. A copy of the audit must be provided to DNR, upon request, OR if any findings (irregularities) involving the Coastal Management grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985) Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedures promote an open and competitive environment.

Audit Resolution

The grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. In the event that questioned costs are ultimately deemed disallowed as determined by the Illinois DNR or its representative, the grantee shall be responsible for repayment of such costs

Appendix

Award Numbers for Summer 2013 IL Coastal Grants

(For use in disclaimers which are required for reports and videos- See page 5)

Grantee	NOAA Award Number
Chicago Public Schools	NA11N0S4190180
Forest Preserve District of Cook County	NA11N0S4190180
Lake Forest Open Lands Association	NA11N0S4190180
Biodiversity Project	NA12N0S4190105
Lake Michigan League of Women Voters	NA11N0S4190180
Field Museum	NA11N0S4190180
U of I Office of Sponsored Programs and Research Administration	NA11N0S4190180
Park District of Highland Park	NA12N0S4190105
Chicago Park District	NA11N0S4190180
Friends of the Chicago River	NA11N0S4190180
Prologue, Inc	NA12N0S4190105
City of Blue Island	NA11N0S4190180